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Report for Week Ending 15 July 1958
from
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 17 actions requiring the printing of 127,400 copies or sets of blank forms. This represents a decrease from the FY 59 weekly average of 20 actions and an increase from the average of 123,040 copies.
- (2) Four new forms were approved.

b. Intangible

- (1) Efforts are being increased to find a chain envelope which will comply with Agency security requirements. Contacts have been made with the following companies, UARCO, Inc., Oles Envelope Co., McGregor and Werner and McGregor Carbon Forms Co. to gather ideas which might be used for this purpose. 25X1A9a
- ✓(2) Continued study of all overseas forms has resulted in:
 - a. Ninety-nine being changed to Headquarters Only or Departmental Field Classifications.
 - b. Four being obsolete. 25X1A9a
 - c. Sixty-three are yet to be reviewed. 25X1A9a
- ✓(3) House cleaning of our files is in progress. - Disposing of extra copies of forms, correspondence and a general review of the case files has thus far resulted in the recovery of 2 cu. ft. of safe space. This project is progressing as time allows.
- (4) Based on an employee suggestion, an improved form related to the retirement of records in the DD/P area, has been designed and is being coordinated with Mr. 25X1A9a

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2. Assignments

a. Active

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✓ (1) Study of Forms authorized for overseas use. [REDACTED]

✓ (2) Eleven employee suggestions are being evaluated [REDACTED]

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✓ (3) Nine new and eleven revised forms are pending.

✓ (4) Travel Order Form Revision [REDACTED]

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✓ (5) Printing Services Division Survey [REDACTED]

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✓ (6) Agency Chain Envelope [REDACTED]

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(7) Annual project of revising the [REDACTED] Questionnaire. FOIAb3b1

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3. News

✓ a. Approval of the revised Travel Order Form was received from the Acting Director of Logistics.

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b. Mrs. [REDACTED] has returned from 3 weeks annual leave.

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